

Badlands Head Start: Prenatal to Five Policy Council Minutes

Meeting Date: March 17, 2021
PC Business Meeting: 11:00 a.m. – 12:03 p.m.
Place: GoToMeeting

Roll Call: Jessica Carmichael, Angela Kari, Josey Bartsch, Jessica Carr.

Others attending: Marcus Bevier, Judy Petera, Wanda Dunn, Val Schweitzer

Quorum Established? Yes

Additions to the Agenda:

Team Communication:

Past Minutes

TREC Board of Directors Meeting Minutes – February 2021

- No Questions, No comments

Leadership Team Meeting Minutes – February 2021

- No Questions, No Comments

Consent Agenda:

February 2021 Policy Council Minutes: Review and Adoption

- Members had the chance to review last month’s Policy Council minutes
- No discussion, comments or changes.

Motion to approve December 2020 Minutes as presented

Motion made by: Jessica Carr

Second by: Angela Kari

Motion carried

Policies, Procedures and Forms:

- No new policies at this time.

Old Business:

Maintenance & Improvements Projects Update –

- Newell Site
 - Estimates done at Newell sites. Bids done by Blackburn Basements. Blackburn did one 18 months ago, and just a new recent one. Past was \$4500 – and now due to additional ground shifting in the Newell area – changed to \$30,000.
 - Noticing more decay and holes, BHS needs to prolong longevity of sites
 - 1303 process was discussed to do possibly remodel the exiting building – it takes about 1 to 7 years to get that done/approved via that process – we need to address this immediately
 - Only building we have in Newell, and feel still viable building to use

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- Lemmon Site
 - Reached out to Lemmon School District – getting into Middle School there next year as our new classroom/social site.
 - Lemmon School District is building a new school next to our existing modular unit.
 - We need to move – BHS needs more room and a better building. Ours has reached its viable limit
- No discussion on maintenance.

Capital Projections

- Cash flow projections –
- BHS is short on personnel/staff, so showing excess monies in that area
- Education Supplies are under budget at this point, so showing excess monies there
- We do have a lot of money to work with right now. Need to look at various ways to spend this - looking at \$100,000 under-spending on HS side and similar of \$125,000 EHS side. Mostly due to under staffed.
- BHS will continue to recruit staff and bring on board.
- HS is starting to wind down, not needing staff there as bad as the EHS side
- EHS – still needing those positions filled for summer
- Trying to fill all open job positions – Education and Disabilities Specialist, Harding County and Butte County Home Visitors, Assistant Teacher in Bison Center, ASM for Butte County, and trying for substitutes in all areas as well.
- Projections are not like this every year. Some money left over is usual on EHS side, however, we usually spend all monies correctly on HS Side
- No discussions

Motion to approve Capital Projections as presented

Motion made by: Jessica Carr

Second by: Angela Kari

Motion carried

New Business:

Financial Summary Report: January 31, 2021

- Monthly Program Expenses –
 - Personnel and Benefits – most expenses are in these two areas
 - At 55% HS, and 70% EHS. Normally spend right at 72%. Down to being under staffed
 - Travel – has remained untouched – We are not taking trips/traveling or hosting socials due to COVID, just traveling to our local BHS sites. Not attending in-person conferences, SDHSA, or to regional office – still no travel at all.
 - Looking to send Becky Funk to attend training in July. That will spend some of the monies
- Not spending much at all in Equipment and supplies – both down.
- Contractual – and other – standard spending as of now
- Training and Technical – need to spend there as not to void budget, would like to send personnel to trainings to keep monies spent at 45% of budget.
- Administration Costs— Short staffed – currently advertising for staff –

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- Admin costs are largely the overhead costs – costs that do not contribute to children, families and services.
- \$5700 this month in personnel and \$800 this month in benefits
- 33% total spent on HS – 42% total spent on EHS side
- Capped at 15% of total budget, Federal rule to keep our numbers under this. Monitored heavily
- BHS usually keeps this at 13.5%, allowing a bit of wiggle room if needed
- **In-kind** – Non-federal share is our part of the program – we put up 20% through in-kind and donations.
 - We have had some supply donations
 - In-kind revenues are at \$27,000 HS - \$20,000 EHS side – lower than previous years
 - PC members time is considered in In-Kind, most In-kind received through parent’s time turned in
 - Running under our target – largely due to COVID and numbers are down
 - Will most likely apply for a waiver for this under budget target, will wait until July to see actual amount we will need. Not too concerned at this point. This struggle is statewide, and regional office is aware of challenges.
- No Discussion

Motion to approve the Financial Summary Report as presented

Motion made by: Angela Kari

Second by: Jessica Carr

Motion carried

Full Credit Card Reports, Cash Flow Projections, Bank Statements, CANS Report, and Walmart

- No discussion

Motion to approve the Credit Card reports, Cash Flow Projections, Bank Statements, CANS Report, etc. as presented

Motion made by: Jessica Carr

Second by: Angela Kari

Motion carried

BHS Newell Office Foundation Quote

- The Blackburn Basement quoted the house foundation repairs at \$19,996
 - Put Poly level in crawl space
 - Remove deck, then put back on afterwards
 - Need to have an ADA accessible ramp
 - Crawl space needs braces put in
- Office
 - Separation is mainly in corner of building
 - Looking at replacing the entire foundation structure – the cinder block is separating
 - Estimate from Blackburn is \$29,649.70
 - Need to lift structure, remove concrete, relevel, place dowels in to support, then poly level
 - School in Newell has done this work too, has worked

Motion to approve the repairs as presented

Motion made by: Jessica Carr

Second by: Angela Kari

Motion carried

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Self-Assessment Plan

- We will be doing this virtually on April 9th – from 9:00-2:00 – via GoToMeeting
- Would like a PC member to attend – put on your calendar, please
- Self-Assessment Plan - looks at the things we do well, dive into data, see where BHS can improve
- Look at health and safety, nutrition, FCP, family engagement and education, and wellness
 - Wellness has been a big focus this year
 - Important to people's/staff well-being – at both work and home
- Design projects to carry out places we need to improve
- Usually 4-5 goals are set to carry on throughout the year
 - Math and Literacy
 - Social and Emotional Skills
 - Have Aces Training
 - Have Strategies and Tactics families can use at home to ready child for Kindergarten
- Foster continuous improvement to offer high quality services
- No comments/discussion

Motion to approve the Self-Assessment Plan as presented

Motion made by: Angela Kari

Second by: Josey Bartsch

Motion carried

Summary of Operations Report: February 28, 2021

Enrollments

- Programs in SD still operating in person at this time – one of the few states that are
- We have done pretty good at keeping people safe through our safety policies and procedures
- Have adjusted well and been flexible to continually offer services
- Keeping Safety first
- HS side – not fully enrolled – capped number of children at the centers
- HV side – understaffed – need to beef up the Harding County staff and up enrollment there
- Enrollments are down state-wide
- Want to improve, with understanding of circumstance of COVID and understaffing, will continue to work through it
- Not a lot of drops in the HS enrollments – 4 to date
- Wait list is heavy on the over income – need to cap at 10% - BHS can look at medically underserved to assist in enrollments
- EHS is better enrolled – looking to add BC to staff – no interest in the HC side, yet
- Policy Council members, if you know of someone to fill these spots, send them our way
- Homelessness percentages are lower – usually around 15-20% now 6-7%. Could be due to drop in kids, or families not moving as much

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- 11 drops in EHS HB program
- Wait list is low

Family Community Partnership

- 57 out of 60 surveys turned in
- Socials – not having, so no data, same with trainings
- Next year plan, hope to have full services with our usual socials, parent activities, etc.

Home Visit Completion – showing pretty good numbers

- Try to keep in person
- Limit virtual as much as we can, but offer if needed
- 82% HS- and 81% EHS
- Staff is doing all they can to meet visitations, and remaining safe – great job
- Center based - Home visitations – not doing this at this time
- No social observations
 - Melissa Pickle and Becky Funk doing class observations
 - Reports are looking good
 - Teachers are doing nice things with classrooms and curriculum with kids
 - Attendance has been good 83-94 is good
 - Marcus went down to BF Center dressed as Cat in the Hat to BF Center. We also had a Cat in the hat visit our Bison and Lemmon Centers. All this was to raise Literacy awareness
 - Celebrating Reading Awareness Literacy Activities – United Way of the Black Hills
 - Reading Challenge – awarded \$300 to give books, entered challenge
 - Wanda championed and pushed us to get us to read to kids – we won additional \$300 under the community groups – over 6000 books read!
 - Bonus challenge – we won \$100 for that, too!
 - Thank you to all the parents who did the reading to kids!
 - DRDP Assessments
 - Kids have progressed both in HS and EHS
 - Marcus has the reports coming. Will be a new format to look through
 - Seeing gains in all categories – readying children for kindergarten
 - ASQs and ASQEs
 - 45 days are doing well at 100%
 - Thanks to staff doing staller job getting those numbers
 - IEPs
 - Above the 10% mark, and we are at
 - HS side – mostly speech – BHS getting those children’s needs met
 - Health Data – families not going to doctors as much this year
 - Overall, looking good
 - Reminder to get immunizations done – by state notices sent out
 - Hearing and Vision – up from last month
 - Leads – work on those
 - Dentals – need to complete, hard – families not going to dentists much this year

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- No discussion

Motion to approve Operations Summary

Motion made by: Josey Bartsch

Second by: Jessica Carr

Motion carried

Hiring in Process: Education and Disability Specialist, Butte County HV, Butte County ASM, Harding County EHS HV, Assistant Teacher in Bison, and Substitutes at all sites.

- Taking applications for all
 - Applications are coming in for Ed & Dis; a few for Butte County HV
 - Have interviewed and started background process on one for Butte County HV
- Two resignations – Brianne Bonnet, Butte County ASM; and Paige Bielke, BF Center 2 Assistant Teacher
 - Paige moving to Colorado
 - Going to work for another head start there
 - Been an excellent team member – wish her well
 - Brianne – had an opportunity that worked with her new child/family
 - Hired in June as ASM
 - Working from home, cost savings and less daycare – wish her well
- Continue working on replacing staff

Motion to approve adjourn meeting

Motion made by: Jessica Carr

Second by: Josey Bartsch

Motion carried

Questions and Answers

- None at this time

Meeting adjourned at 12:03 by Jessica Carmichael

Next PC meeting date is scheduled for April 21, 2021 at 11:00 am